



## Michigan Supreme Court

State Court Administrative Office

### 2006 Weighted Caseload Study



### **Courtroom Report Instructions**

Courtroom staff are to report **all case-related** activities that occur in the courtroom and **all case-related** activities that are on-the-record using the Courtroom Report. Courtroom staff and judicial officers should not report the same activities. If a courtroom staff person is not present, the judicial officer is responsible for reporting the activity. Courtroom staff includes court recorders, court reporters, operators, and/or judicial secretaries who are responsible for the courtroom log.

The study takes place from September 1, 2006, to October 31, 2006.

**Use a new report for each day of the study.**

**Identifying Information** - At the top of each report, record the following:

- the name of the individual completing the form,
- the date of the activity,
- the name of the judicial officer,
- the state bar number of the judicial officer, if applicable, and
- the title of the judicial officer.

**Case Related Time** - On each line of the report, record the following:

- the court code,
- the name of the county,
- the case type code,
- the event number or numbers,
- the start time and end time, and
- other factors.

**1. Court Code.** On each line record the court code, such as C03, D36, or P82, corresponding to the case or cases reported on the line. The court code may be different from the court where the activity takes place or the court where the judicial officer normally presides.



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- 2. County Name.** On each line record the name of the county corresponding to the cases reported on the line. This county may be different from the county where the activity takes place or the county where the judicial officer normally presides.

#### Court Codes for Participating Courts

County	Court Codes	County	Court Codes
Alcona .....	C23, D81, P01	Muskegon .....	C14, D60, P61
Allegan .....	C48, D57, P03	Oakland .....	C06, P63
Arenac .....	C23, D81, P06	Oakland .....	D52-1
Calhoun .....	C37, D10, P13	Oakland .....	D52-2
Delta .....	C47, D94, P21	Oakland .....	D52-3
Dickinson .....	C41, D95B, P22	Oakland .....	D52-4
Genesee .....	C07, P25	Oakland - Farmington .....	D47
Genesee - Flint .....	D68	Oakland - Ferndale/Hazel Pk/Madison Hts ..	D43
Huron .....	C52, D73B, P32	Oakland - Oak Park .....	D45B
Ingham .....	C30, P33	Oakland - Pontiac .....	D50
Ingham - Lansing .....	D54A	Oscoda .....	C23, D81, P68
Ionia .....	C08, D64A, P34	Saginaw .....	C10, D70, P73
Iosco .....	C23, D81, P35	St. Joseph .....	C45, D03B, P75
Iron .....	C41, D95B, P36	Washtenaw .....	C22, P81
Jackson .....	C04, D12, P38	Washtenaw .....	D14A
Kent .....	C17, P41	Wayne .....	C03, P82
Kent .....	D63-1	Wayne - Detroit .....	D36
Kent .....	D63-2	Wayne - Garden City .....	D21
Macomb .....	C16, P50	Wayne - Harper Woods .....	D32A
Macomb - Mt. Clemens, Clinton Twp .....	D41B	Wayne - Plymouth .....	D35
Macomb - New Baltimore .....	D42-2	Wayne - Redford .....	D17
Macomb - Romeo .....	D42-1	Wayne - Romulus .....	D34
Macomb - St. Clair Shores .....	D40	Wayne - Southgate .....	D28
Menominee .....	C41, D95A, P55	Wayne - Taylor .....	D23
Midland .....	C42, D75, P56	Wayne - Westland .....	D18
Montcalm .....	C08, D64B, P59	Wayne - Woodhaven .....	D33

- 3. Case Type Code.** Record the two-letter case type code from the Case Type Code lists. Record only one case type code per line.



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**4. Event Categories.** Record the event number or numbers that best describe the stage during which the event or events take place.

**1 Pretrial:** This category should be used for any event that takes place prior to a trial and disposition. Preliminary inquiry, arraignment, pretrial hearing, pretrial conference, mediation, and jury selection are activities that generally take place prior to a trial.

**2 Trial:** This category should be used for any event that takes place during or related to a trial. Bench trial, jury trial, termination hearing, small claims hearing, and jury deliberation, are activities that generally take place related to a trial.

**3 Disposition:** This category should be used for any event related to disposition. Plea acceptance, sentencing, judgment, and dismissal are activities related to disposition.

**4 Postjudgment:** This category should be used for any event that takes place after disposition.

**Other:** If any case-related activity cannot be categorized within one or more of the four categories, provide a brief description of the event in the box labeled "Comments" on the back of the report.

The following activities should not be reported: **Do not report non-case-related administration.** Time spent on activities such as routine office matters, staff meetings, and docket analysis should not be reported. Examples include bench meeting, computer training, required meeting, court committee meeting, docket analysis, staff conference, personnel conference, attorney assignments, or budget hearing. **Do not report judicial education, training or meetings.** Time spent in judicial continuing education, judicial training, meetings, and conferences should not be reported. Examples include MJI training, other judicial seminars, annual judicial conference, other judicial conferences, continuing judicial or legal education, judicial association meetings, state bar meetings, or other professional associations. **Do not report community activities or education.** Examples include state boards and commissions, community education, community meetings with local judges, county boards and committees, weddings, legislative hearings, or teaching. **Do not report travel time.** Time spent traveling for court business or to arrive at a court or hospital should not be reported. If the travel takes place during a hearing, bench trial, or jury trial for the purpose of observing a crime scene or evidence, courtroom staff should record the travel time as part of the hearing or trial. **Do not report vacation, personal time, holidays, or sick leave. Do not report campaign preparation or campaign events.**



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**Recording separate events.** In most instances, record the individual event number that best describes the activities. For example, record “an arraignment in a felony case” as follows:

	Court Code	County	Case Type Code	Event Number(s)
			One Per Line	
1	C03	Wayne	FC	1

**Recording multiple events.** In some instances, more than one event number should be recorded to describe the activities that take place in quick succession. For example, record “arraignment in several capital felony cases” followed by “sentencing in another capital felony case” on one line, as follows:

	Court Code	County	Case Type Code	Event Number(s)
			One Per Line	
1	C03	Wayne	FC	1, 3

5.

- 5. Start Time and End Time.** Record the actual start time and end time of the event or events by the hour and minute. Recording activities in chronological order is preferred, but it is not required. Do not calculate the number of hours or minutes elapsed. Just record the time the event or events started and the time the event or events ended. For example, if several events in multiple capital felony cases take place between 9:15 and 9:50, record them as follows:

Case Type Code	Event Number(s)	Start Time		End Time	
		Hour	Minute	Hour	Minute
FC	1, 3	9	15	9	50



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**6. Other Factors.** Place a check mark in the appropriate box if the factor is true for the case or cases reported on that line.

- **Drug Court:** The case or cases are part of the court's drug court program.
- **Pro Se:** The case or cases include one or more parties who are appearing without counsel.
- **Interpreter:** The case or cases involve the use of an interpreter.
- **Life Sentence Eligible:** The case is a capital felony (eligible for a life sentence). This column is for district courts only. Circuit courts have a separate case type code for these cases, so the check mark is only needed for district courts.

**Optional Comments:** Space is provided on the reverse of the reports for describing other events or providing additional information on the time reported.

**Completed Forms:** Send completed forms to the **State Court Administrative Office** at the end of each week. The chief judge or presiding judge of each court will designate a staff member to collect and mail the reports each Friday.

**Mailing Address:**

State Court Administrative Office  
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